

# Sunset Beach Sanitary District

P.O. Box 1185

Sunset Beach, CA 90742

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[www.sunsetbeachsd.org](http://www.sunsetbeachsd.org)

**Minutes for the General Meeting of the Board of Directors**  
**November 12th, 2015 - 7:00 p.m. - Sunset Beach Woman's Club**

**Directors present:** President John Woods, Treasurer Greg Griffin, Secretary Graham Hoad, Director Bernard Hartmann, and Jon Regnier.  
**Staff present:** Superintendent Jim Caslin, Engineer Tom Dawes, and Clerk Chris Montana.  
**Community:** None.

President Woods called the meeting to order at 7:00 p.m.

Community Input/Board Member Items: None.

Review and Possible Approval of Minutes of the October 8th, 2015 General Meeting of the Board: After the Directors reviewed the minutes of the October 8<sup>th</sup>, 2015 General Meeting of the Board, Treasurer Griffin moved to approve the minutes as prepared. Director Hartmann seconded, and the motion was passed unanimously.

Current Bills: Clerk Montana presented the November 12th, 2015 Claims Transmitted for Payment, in the amount of \$290,237.56. Treasurer Griffin moved to approve the Claims Transmitted for Payment as prepared. Director Hartmann seconded and the motion was passed unanimously.

Treasurer's Fund Balance Report: Treasurer Griffin reported the Fund Balance as Oct. 31, 2015 to be \$832,609.

Clerk's Report: Clerk Montana reported that No-Spill reports and bank reconciliations were up to date. The 2015 State Controller's Financial Transaction Report, Local Government Compensation Report and related forms were timely filed. The 2014 Audit Management Representation Letter was presented for signature.

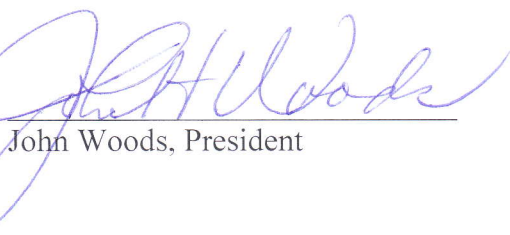
Superintendent's Report: - See attached.

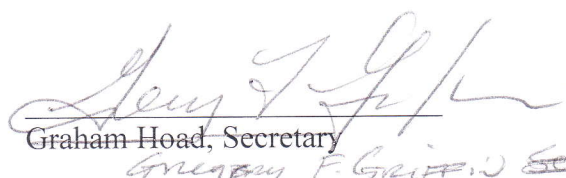

Engineer's Report: - See attached. In addition, the Engineer Dawes presented the Third Program Audit of the District's Sewer System Management Plan prepared in accordance with the State Water Resources Control Board (see attached). After review and discussion, a motion was made and carried as follows:

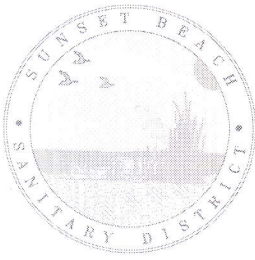
**MOTION:** Treasurer Griffin moved to Accept and Certify the Third Program Audit of the District's Sewer System Management Plan as presented. Director Regnier seconded and the motion passed unanimously.

New Business / Board Member Items: Treasurer Griffin reported on discussions with Jeff Snow of Rainbow.

Adjournment: There being no further business to come before the Board, Director Hartmann moved to adjourn the meeting at 7:40 p.m., Treasurer Griffin seconded and the meeting was unanimously adjourned.

  
John Woods, President

  
Graham Hoad, Secretary  
  
Gregory F. Griffin, Treasurer



Sunset Beach Sanitary District  
Of Orange County  
P.O. Box 1185  
Sunset Beach, CA 90742

Superintendent's Report  
Board Meeting

November 12, 2015

1. During normal maintenance inspections it was found that the new generator would not start due to indicated low cooling fluid. Cooling fluids were at the normal levels and fault could not be corrected by Staff.  
Notified "Quinn Power Systems" who dispatched service personnel and corrected problem. Found bad coolant sensor. Completed annual services on both generators, **(Quinn Power and Staff)**.
2. Review Quarterly maintenance inspections regarding the Broadway Pump Station.
3. Manhole repairs completed. **(Ayala Engineering & Staff)**.
4. All composite Manhole covers installed. **(Ayala Engineering & Staff)**.
5. Review Flow Reports (New Meter).
6. No Emergency Call-Outs during this reporting period.
7. Safety Training Completed "Personal Protective Equipment".
8. All updates to this report will be presented at the Board Meeting.

a. will Pre-stage Generator in District for storms

MEMORANDUM  
November 6<sup>th</sup>, 2015

To: Board of Directors of the Sunset Beach Sanitary District  
District Counsel  
Superintendent  
District Clerk

From: Tom Dawes

SUBJECT: Engineer's Report for the November 12<sup>th</sup>, 2015 Regular Board Meeting.

**1. Emergency Generator for Broadway Pump Station.**

Permits have been applied for from the City of Huntington Beach Building Department (3 separate permits: building, electrical and plumbing), and Public Works (grading and public encroachment), the SCAQMD, and a permit for a new street address. Permit fees are nearing \$10,000 for this 3 sided addition to a restroom.

We have received and are addressing comments received so far, all from the Building Department and nothing from Public Works. Counsel is preparing the Agreement Public Works wants; I hope to have it soon.

The Agreement will have to be approved by HB staff, then your Board, then the City Counsel. I think all this will add a couple of months delay, and we won't be able to consider approving the project before February.

**2. Warner Avenue Gravity Sewer Meter.**

The new meter was installed about 2 months ago and has been tweaked several times since to get everything in order. On the surface, it's running perfect. Flows are about 10% higher than I expected.

We had the Broadway Pump Station serviced, including cleaning the check valves, so it is pumping at the rates it should, and those rates, plus the gravity flow contribution downstream of the pump station generally agree with the new meter results. ADS believes the results are correct, and they have worked well with us to investigate the reason for the higher flows. ADS is a leader in this work; OCSD just hired them to install more than 30 of these meters for flow studies. Our October flow submittals to HB and OCSD are based on the meter results.

However, I still have reservations because I would consider our old, pressure magnetic meter, to be the gold standard of meters. ADS is going to change the weir located just downstream of the sensor but I don't expect much change from that.

I'll update you at the meeting with more thoughts.

**3. SSMP Audit.**

Our state mandated Sewer System Management Plan (SSMP) includes a state requirement to perform an audit every two years, unless the SSMP is revised. We have done two revisions of the SSMP, and one audit since 2008 and an audit is due this year. The purpose of the SSMP, and the audits and revisions, are to identify actions and procedures we can take to prevent SSO's (Sanitary Sewer Overflows). Last month, your Board reviewed the proposed audit. Certification is now recommended.

**RECOMMENDATION: Certify the Audit dated November 12, 2015 as Complete.**

**SUNSET BEACH SANITARY DISTRICT**  
**SEWER SYSTEM MANAGEMENT PLAN (SSMP)**

**Program Audit**

**November 12, 2015**

**INTRODUCTION:**

This is the Third Program Audit prepared in accordance with Order No. 2006-0003 of the State of California, Water Resources Control Board. Sunset Beach Sanitary District (SBSD) completed and certified a SSMP in October, 2008. A first Audit/Revision of the SSMP was certified in November, 2010; a program audit was certified in February, 2013; and a second revision of the SSMP was certified in October, 2013.

**FINDINGS:**

The District has followed its adopted SSMP, as revised and previous audit recommendations and has maintained or improved operations, including the following:

1. The District completed its portion of the new Warner Avenue Sewer Project, including for the abandonment of the 80-year old Warner Sewage Pump Station. The District now operates one sewage pump station instead of two, reducing the probability of a SSO.
2. The District completed the installation of the Surfside Sewer Replacement, correcting a collection problem that included up to 6 homes on a single, lateral, with no maintenance procedures. The 36 homes affected now have single private laterals that discharge to a public sewer.
3. The District replaced all its manhole frames and covers with new, locking covers with a compression seal. During severe winter weather and high tides, many of the streets flood, allowing infiltration to the district's sewers. At other times, illegal opening of the covers for dumping, of street drainage, can overwhelm sewers. Stopping these occurrences should help with SSO prevention.
4. The District has prepared Plans and Specifications to install a permanent emergency generator at its Broadway Sewage Pump Station. Necessary permits are being sought. The project will increase the reliability of the pump station.
5. The District hired a 4<sup>th</sup> assistant to the Superintendent to help with the 24-hour, 365-day maintenance, monitoring and readiness program.
6. The District cleans all sewers twice a year; hotspot sewers 4 times a year, and cleans the Broadway Pump Station wet well twice a year.

**NEW GOALS BASED ON THIS AUDIT:**

1. The District will prepare an Employee Handbook to better clarify Rules, Policies, Goals, and Expectations.
2. The District will update its mapping system to reflect the changes that have taken place since the last Master Plan Update.
3. The District will provide new training on confined space entry and traffic control.
4. The District in partnership with OCHA will continue to enforce its FOG Program.

**AUDIT ACCEPTED AND CERTIFIED BY THE BOARD OF DIRECTORS**

**NOVEMBER 12, 2015**